

POLICY REQUIREMENT TO RECEIVE A 35-DAY SRB PRECERTIFICATION WAIVER

Commands are required to submit all Selective Reenlistment Bonus (SRB) reenlistment requests to PERS-811 via OPINS or CIMS no later than 35, and no earlier than 120 days in advance of the Sailor's requested reenlistment date. Requests submitted less than 35 days prior to the requested reenlistment date without substantial justification will be rejected.

The following requirements must be met to receive a waiver of the requirement to submit the SRB request 35 days prior to the reenlistment date.

1. If the Command is unable to submit the request within policy guidelines due to a situation outside of the Command's control, the Commanding Officer or Officer in Charge must send a formal letter and a scanned copy of the reenlistment request chit to PERS-811 to explain the circumstances and verify the Command was unable to meet this policy requirement. Letters will be evaluated to determine if the waiver request meets CNP guidelines to grant the waiver request. By direction signatures are not authorized.
2. If the Command fails to submit the request within the policy guidelines due to no fault of the member, the Command's ISIC must send a formal letter to the Director, Military Personnel Plans and Policy Division (OPNAV N13) via Navy Pay and Compensation Policy Branch (OPNAV N130), certifying the member submitted all paperwork on time and providing assurance that corrective actions have been taken.

Additional Information

Commands are authorized to submit SRB reenlistment requests prior to a member receiving a Perform-to-Serve (PTS) quota, as long as, the PTS request has been submitted. Note: the SRB request will not be processed until the member has received PTS authorization.

The 35 day rule does not apply to Sailors who receive short-fused PCS orders. Ensure SRB request notes member is in receipt of short-fused PCS orders.